PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. Lt. 1452 Sheet No. 1(b)-20

Space reserved for the use of the Board

1. Connors, Joseph M. E
(Surname) (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouse
4. Field service Lighthouse Service
5. (a) Field station Seguin Light Station
(b) Subdivision First District
(c) City or town Popham Beach State Maine

6. Pay roll title Light Keeper
7. Customary office title First Assistant Keeper
8. Present administrative allocation $1320-$1620
9. Present gross rate of pay $ 1560
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1320

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☒ House ☐ Room { ☐ Furnished ☒ Unfurnished } ☐ Heat ☒ Fuel ☒ Light ☐ Laundry ☐ Uniform Meals per day: ☐ 1 ☐ 2 ☐ 3 ☐ Subsistence or rations in kind

13. Describe any other allowance, privilege, or perquisite of value None

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost Uniform; its cost depending upon quality of material selected by employee; estimate $20 per annum

15. (a) Regular hours of work: From not fixed m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Irregular Winter Irregular (c) If not a full time and all-the-year-round position, state number of hours per day ;
number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to duty at all times while on station

16. (a) Rate of pay for overtime None (b) Amount of overtime pay in last 12 months None

17. (a) Does the employee in any way direct or supervise other employees? Yes (b) If so, in what way? (See Form 16 before answering)
In the operation, upkeep, etc. of station, the duties of which are equally shared by the three keepers

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads. (c) How many? One

Millard H Urquhart Sheet No. 2(b)-21

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
By his principal keeper in all duties pertaining to the operation of the station. In absence of principal keeper this employee is in full charge of the station.

20. What is the name, official position, and sheet number of the employee's immediate superior?
Elson I. Small, Keeper. Sheet No. 2(b)-19.

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional			
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
About 4½ yrs. Seaman on lighthouse vessel. Boatman accustomed to handling sail and rowboats in all weathers.

10—1560

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that requ... most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUC-TIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
	All work done under direction of Keeper.
3 hours	Article 1 - Signal house and engines. - The outside of signal house, all but trimmings is whitewashed from 3 to 5 times a year.
2 days	The trimmings, chimneys, and doors, are painted and the sashes drawn, twice a year.
2½ hrs.	The carbon, which collects around muffler, at end of exhaust pipe, has to be cleaned up once a month.
	The interior of signal house has to be thoroughly cleaned with soap and water before painting, which is done twice a year.
2 to 3 hrs.	Brass in signal house, and on engines, is cleaned and polished once a week.
4 to 5 hrs.	About twice a month, the head has to be taken off the signal engines, carbon removed from parts, rings, and piston head, all parts thoroughly cleaned, oiled and put back together.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

(SGD) F E BRACHT, 1st Asst.
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 15.

Care and operation of a 1st order incandescent oil vapor light
Care and operation of a compressed air fog signal plant
Cleaning and minor repairs of above apparatus
Cleaning, painting and making minor repairs to structures
Care and attention of grounds of station
Observing weather conditions and aids to navigation

26. How long have the employee's duties been substantially as described above? Since December 1, 1926

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

OCT 11 1928, 1928 — JAMES C. WOOLLEY — Chief Clerk
(Date) (Signature of Preparing Officer) (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____. In my judgment the compensation of this position should be in a range from $ 1320 to $ 1620.

OCT 13 1928, 1928 — G. E. SHERMAN — Supt. of Lighthouses
(Date) (Signature of head of field office or station) (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____. In my judgment the compensation of this position should be in a range from $ 1320 to $ 1620

OCT 22 ...3, 1928 — H. B. BOWERMAN — Acting Commissioner of Lighthouses.
(Date) (Signature of head of bureau or his representative) (Title)

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Article one continued.

2 hrs. The exhaust pipe has to be taken apart and cleaned out once a year.

4 days Article 2 - Tower and vapor lamp - all ceilings, walls, decks, stairs, and railings inside of tower, are painted twice a year.

6 hrs. Lens in lantern cleaned once a month.

2 to 3 hrs. Brass in tower polished once a week.

1 to 2 hrs. Every other day oil tank to lamp in tower is filled, pressure is pumped up each morning, see that lamp is in perfect working order, floors swept, all tools cleaned and lens dusted off.

½ hr. Vaporizer cleaned twice a week

2 hrs. Windows to lantern, washed and wiped, twice a week.

8 to 10 hrs. Decks and dome outside of lantern is chipped and painted once a year.

8 hrs. Outside of tower is whitewashed once a year.

Article 3 - Upkeep of all buildings - the service room which is used to
½ hr. store supplies for lantern, and to keep watch book, is swept and dusted once a week.

3 weeks First Asst. Keepers dwelling, has six rooms and two halls to wash and paint once a year.

8 hrs. Cellar to whitewash, cistern to drain, and thoroughly clean, and paint, inside and out once a year. - whitewash outside and furnace to clean.

2 weeks One double brick house, with two entry ways, trimmings, porch, dormer window, to paint once a year.

2 to 3 weeks Three workshops, three toilets, one barn, one fuel oil house, one oil house, one donkey engine house, and one boathouse, to be painted every two years.

1 day Article 4 - Donkey engine house - inside cleaned and painted once a year.
1 day Steam boiler, and hoisting engine, cleaned and painted once a year.
4 hrs. Boiler to donkey engine, cleaned out, red-leaded inside, grates removed, cleaned and red-leaded.

Article 5 - Supplies from boat landing - First get up steam on donkey boiler
1 hr. Supplies are carried up the hill, (which is about 140 feet above sea level) over a trestle-work, some 900 feet long, on top of which is laid a narrow gauge track. A small car is provided for same, and is hauled up and lowered down the hill, by means of a wire cable, connecting car to donkey engine.
1 day Fuel oil for signal engines
1 " Stowaway fuel oil in fuel oil house
2 " Coal from boat landing to bins on top of hill
1 " To wheel it into cellars

1 day 150 cases of kerosene to top of hill.
1 " To wheel the same 200 yds. to oil house and stow away.

Time not estimated Then there is a years supply of cylinder oil for signal engines, running oil for same, gasoline for starting engines, alcohol for heating vapor lamp, turpentine, years supply of paint, grates and linings for stoves, lamp chimneys, lantern chimneys.

There are many small supplies which takes time and labor to get up the hill and stow away for future use, each in its proper place.

Article 6 - Station power boat.

4 days The station power boat is hauled out twice a year, spring and fall, bottom scraped, inspected, repairs made if necessary, and repainted, the inside is thoroughly cleaned and painted, the engine taken down, each part thoroughly cleaned, oiled put back together, replacing any damaged parts with new if necessary, in fact this boat demands a certain amount of care, the year round, to keep it hailed out, and in good running order at all times.

2 to 4 hrs. One small row boat to clean and paint

8 hrs. I have two 4-hour watches to stand out of every 24, much of our work is done during watch hours.

If weather permits, if not it has to be in other hours, it is impossible to go into details about the time it takes, and the nature of the work of the unusual jobs, that comes up so often, and they do come up often on a station of this size.

In the absence of the keeper the station is in my care, I have to keep account of oils, fuel oils, length of time fog signals are sounded, write the journal each night, etc.

Respectfully submitted,

(SGD) F E BRAGG 1st Asst.

Seguin Light Station

Popham Beach

Maine.